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PROGRAM REPRESENTASI (PROREP)

PROGRAM REPRESENTASI INDONESIA

FIRST ANNUAL REPORT (April 19 - September 30, 2011)

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Contents

Contents	1
Introduction.....	3
Key Activities, including Deliverables	4
Activities by Component – General, Advisors	5
Component 1 – Strengthening the representational capacity of membership- and constituency-based CSOs.	7
Component 2 – Building the capacity of selected universities, think tanks and CSOs to conduct and disseminate policy-relevant research and analysis on key policy and governance issues	9
Component 3 – Supporting more effective, responsive and transparent legislative processes ...	12
Component 4 – Providing timely assistance for special initiatives needed to protect or advance democratic governance	15
Monitoring and evaluation.....	16
Administration	16
Annex 1: M&E participation tracker	18
Annex 2: Summary of Short-Term Consultant Reports	21

Abbreviations

BAKN	Badan Akuntabilitas Keuangan Negara (State Finance Accountability Committee of the DPR)
BALEG	Badan Legislasi (Legislation Committee of the DPR)
BURT	Badan Urusan Rumah Tangga (Household Affairs Committee of the DPR)
COP	Chief of Party
CSO	Civil Society Organization
DCOP	Deputy Chief of Party
DPR	Dewan Perwakilan Rakyat (House of Representatives)
DPD	Dewan Perwakilan Daerah (Regional Representative Council)
FGD	Focus Group Discussion
HDP	House Democracy Partnership (of US Congress)
GOI	Government of Indonesia
KAP	Knowledge, Attitude, Practice
KRA	Key Result Area
PIR	Program Intermediate Result
PMP	Performance Management Plan (or Performance Monitoring Plan)
ProRep	Program Representasi
M&E	Monitoring & Evaluation
MP	Member of Parliament
NGO	Non-Governmental Organization
PACSA	Participatory Advocacy Capacity Self-Assessment (ProRep training tool)
PRC	Policy Research Network
RFA	Request for Applications
RFP	Request for Proposals
RPJMN	Rencana Pembangunan Jangka Menengah Nasional (National Medium Term Development Plan of the Government of Indonesia)
SAF	Special Activity Fund
SO	Strategic Objective
SOW	Scope of Work
SP	Service Provider
STTA	Short Term Technical Assistance
TA	Technical Assistance
USAID	United States Agency for International Development
USG	United States Government

1. Introduction

ProRep's first Annual Report describes ProRep (Program Representasi) activities during the period from its start-up in late April to September 30, 2011. This period comprises roughly the first two quarters of ProRep's first contract year.

In late April and early May Chemonics oversaw the quick and efficient mobilization of the ProRep team in Jakarta. The ProRep Chief of Party and Deputy Chief of Party were both at work by early May, and within a month most of the remaining ProRep team were in place. The Chemonics home office Director for ProRep and other home office staff were also in Jakarta during the first phase of project start-up. Sub-contracts were signed with ProRep's three key partners, Kemitraan, Social Impact and Urban Institute, and smooth working procedures were put in place, including procedures to connect the ProRep Jakarta office with both USAID/Indonesia and the Chemonics International home office.

In June, ProRep staff and external consultants, including three consultants from Social Impact and Urban Institute, undertook needs assessments or reviews of the three main components of the ProRep project, and also of the prospective gender aspects of the project. In July these needs assessments formed the basis of a ProRep work planning workshop. On the basis of this workshop ProRep's Year 1 Work Plan was drafted and submitted to USAID for its comments. Following revisions The Work Plan received USAID approval on September 8.

Similarly, ProRep's Life-of-Project Work Plan and PMP (Performance Management Plan) were drafted in July, then revised, completed and submitted to USAID, which accepted them in September. In September, the PMP was aligned at USAID's request with key elements of the National Medium Term Development Plan (RPJMN or Rencana Pembangunan Jangka Menengah Nasional) of the Government of Indonesia.

Throughout this time, ProRep consulted closely with USAID, with regular weekly meetings with the USAID COTR and briefing meetings with the USAID Director of the Office of Democratic Governance, the USAID Contracting Officer and others.

By July ProRep had most of its team in place, including its three senior component specialists, and had identified, equipped and moved into a permanent office in central Jakarta. By the end of September the office was running smoothly with the ProRep team complete except for three positions, which were close to being filled.

Preparatory program activities for ProRep got under way in late July and August 2011, during final discussions with USAID on the contents of the Year 1 Work Plan. Full-scale project activities began in September 2011.

2. Key Activities, including Deliverables

The ProRep project contract provided for the submission of a start-up plan for USAID's approval within 30 days of the arrival in-country of the Chief of Party, and a Grants Manual within 30 days of the contract award. According to the contract the start-up plan was to provide for the establishment of an office, development of a staffing plan, consultations with stakeholders and donors, three needs assessments, the development of mechanisms and procedures for grant-making, development of a Performance Management Plan, and a Year 1 Work Plan. All these requirements were duly met. In sum, during April-September 2011 Chemonics ProRep:

- submitted a start-up plan to USAID with 30 days of Chief of Party Peter Harris's arrival in early May;
- signed sub-contracts with ProRep's key implementing partners Kemitraan, Urban Institute and Social Impact, and reached preliminary agreement with each of them on their project roles;
- confirmed or recruited technical and administrative staff for all except three of the ProRep positions;
- established smooth working procedures for the ProRep office and between the ProRep office and both USAID and the Chemonics home office;
- identified and equipped a permanent office in the BRI II Building in central Jakarta, near the DPR) which opened on July 25;
- commissioned and oversaw initial needs assessments and reviews of ProRep's three main technical components, and of the prospective gender aspects of ProRep's work;
- in consultation with USAID, drew up a draft Year 1 Work Plan, draft Life-of-Project Plan and draft Performance Management Plan, and following revisions secured USAID's approval of or agreement to all of them;
- undertook regular consultations with the USAID COTR for ProRep, the USAID Director of the Office of Democratic Governance, and other USAID staff;
- attended a Pre-Award Briefing on June 17 by the USAID Contracting Officer and other USAID staff;
- established good working relations with the DPR's Baleg (Badan Legislasi) and BAKN (Badan Akuntabilitas Keuangan Negara) and agreed on initial activities with them;
- established good working relations with 25 advocacy CSOs with membership and/or constituency interests that focus on two key issues identified as important for the purposes of ProRep support, access to information and national budget transparency;
- organized two initial experience-sharing workshops for these CSOs, one of them supported by the ProRep SAF (Special Activities Fund);
- established good working relations with some 20 research institutions and NGOs engaging in public policy research, and issued an RFA to these and other potential partners for up to 10 4-month-long 'QStaR' (Quick Start) research grants on (a) public access to information; (b) national budget transparency; (c) the DPR;
- Drew up a Grants Manual on the use of ProRep grant funds, approved by USAID after revisions in October 2011, and also a SAF Manual for the use of the Special Activities Funds provided for under the terms of ProRep component 4.

3. Activities by Component

General

In May and June 2011 senior specialists for all three components of the project, all of them Key Personnel under the terms of the ProRep contract, were appointed with USAID's approval. Two of them, Public Policy Specialist Agus Loekman and Parliamentary Specialist Alvin Lie, began work in June. The third, Yoenarsih Nazar, the Civil Society Specialist, began work in early July.

In June and early July initial needs assessments in the CSO, public policy research and legislative sectors¹ (i.e. for components 1, 2 and 3 of ProRep), as well as a needs assessment on gender issues, were completed and submitted to USAID for its consideration and reference. The needs assessments were undertaken by ProRep specialists and other Chemonics staff with advice and support from ProRep's three key partners, Kemitraan, Social Impact and Urban Institute.

With USAID's agreement, six external consultants took part in the needs assessments – Lili Hasanuddin, a leading Indonesian civil society specialist (for component 1), Charles Caswell and Melanie Peyser, public policy research specialists (from the Urban Institute, for component 2), Robert Nakamura, a specialist in parliamentary reform (for component 3), Dewi Novirianti, a gender specialist (for the gender assessment), and James Fremming, an M&E specialist (from Social Impact, for ProRep's Performance Management Plan). Other taking part included Jonathan Simon, John Johnson, Sarah Tisch and Jamie Hausch from the Chemonics home office.

The findings of the needs assessments, which USAID took a positive view of, were built into ProRep's Year 1 Work Plan. This was drafted during a four-day work planning workshop in early July.² The workshop was attended by all the ProRep team members then in place, as well as by representatives of Kemitraan, the Chemonics home office ProRep Director John Johnson, and a Chemonics work planning facilitator, Theresa Gunlicks. USAID/ Indonesia's COTR for ProRep, Ining Nurani, and the Director of its Office of Democratic Governance, Miles Toder, also attended a session.

The work planning workshop was the first opportunity for the ProRep team to gather together, share ideas on each project component, and discuss how best to carry out these project components with defined objectives and in as integrated a fashion as possible. It was also the first opportunity for the ProRep team to discuss its ideas with USAID. During the workshop, the team agreed broadly on a shared vision for the project, and sketched out longer-term ideas on activities and goals for ProRep's likely lifespan.

Initial ProRep activities undertaken on the basis of the draft Year 1 Work Plan were started in a preparatory manner in August, and began full-scale in September after the Work Plan was finalized and was approved by USAID. As noted earlier, the Year 1 Work Plan was

¹ The needs assessment of component 3, being somewhat different in kind from the other needs assessments, was described as a review.

² In agreement with USAID the Year 1 Work Plan was drawn up for the period July 2011 through September 2012, that is, a period of 15 months rather than one year as such.

complemented by a brief Life-of-Project Work Plan and PMP (Performance Management Plan), both of which were drafted at the same time as the Year 1 Work Plan, and both of which secured USAID/Indonesia's concurrence in September.

Advisors for Advisory Panel

ProRep took steps to create an Advisory Panel of senior specialists that will offer the project guidance, and also when needed take part in specific activities as resource persons. The Panel is prescribed in the ProRep contract. Initially ProRep drew up a list of some ten potential Advisors, but after discussion with USAID it was agreed to reduce the number to six, at least for the time being. By the end of September the Advisors as agreed with USAID were as follows:

1) **Lili Hasanuddin** A leading CSO activist with over 20 years' experience of advocacy activities, Mr Hasanuddin has a broad knowledge of the Indonesian civil society sector. From 1990-1997 he worked with the environmental NGO WALHI (Indonesian Forum for Environment), and afterwards for some 13 years with YAPPIKA (Civil Society Alliance for Democracy), seven of them as YAPPIKA's Executive Director. As noted, Mr Hasanuddin was the key resource person for ProRep's initial assessment of CSO needs. (Component 1)

2) **Budi 'Bukik' Setiawan** A lecturer in social psychology at Airlangga University, Mr Setiawan is an accomplished development specialist. In 1996-98 he initiated the publication of *Tempo Interaktif* at a time when *Tempo* magazine was banned. Later he founded a post-graduate program in Airlangga University on organizational change and development, a field he became deeply engaged with as both an academic and a practitioner. More recently he has been involved in promoting social media, and also the positive problem-solving method known as 'appreciative enquiry'. He has served as an organizational consultant at senior levels of both government (including the DPR) and business. (Component 1)

3) **Edi Suharto** A social scientist in the area of social welfare policy, Dr Suharto is currently Vice Chair for Academic Affairs at the Bandung College of Social Welfare, having earlier served for two years as Director of the Postgraduate School of Specialist Social Work at the same college. In 2008-2009 he was a Policy Fellow with LGI (Local Government and Public Service Reform Initiative, an offshoot of the Open Society Institute) in Budapest, Hungary. In October 2011 he served as a voting member of ProRep's Grant Evaluation Committee for 'QStaR' grants. (Component 2)

4) **R. Siti Zuhro** A political scientist with interests in both national and regional affairs, Dr Zuhro works at the Center for Political Research in LIPI (The Indonesian Institute of Sciences). (Component 2)

5) **Darul Siska** A former DPR Member (1997-2009), prior to 2009 Mr Siska was a Deputy Chair of the DPR Task Force on Reform, and also Deputy Head of the DPR Golkar Party Fraction. Before serving in the DPR he was a director of PT Citra Harapan Perkasa, and worked for the National Family Planning Board. A social scientist by training, Mr Siska graduated from Jayabaya University in Jakarta in 1982. (Component 3)

6) **Andi Yuliani Paris** A former DPR Member, having been a Member for PAN (National Mandate Party) from 2004-2009, Dr Paris has a strong interest in political parties and regional decentralization. Her doctorate, awarded in 2009 by Hasanuddin University, Makassar, was in the field of regional development administration, and built on an earlier Master's degree from Dortmund University in Germany. Before becoming a Member of the DPR Dr Paris served as an Indonesian advisor and consultant to GTZ, UNDP and the ILO. Since 2009 she has been working as a consultant for the World Bank. (Component 3)

3.1. Component 1 – Strengthening the representational capacity of membership- and constituency-based CSOs.

ProRep Component 1 is designed to strengthen the effectiveness of 15-20 advocacy CSOs that want to expand their membership, stakeholders and/or constituencies (using the latter term in the civil society rather than the parliamentary sense), and to represent better their views and needs to government, especially the DPR.

3.1.1. Component 1 needs assessment

The initial needs assessment for component 1, done a little later than the other three needs assessments and completed in early July 2011, identified various salient issues in the civil society sector.³ One was the relative paucity of defined membership, stakeholder and constituency structures among many – though not all – large and well-established CSOs and CSO networks. Another was the need for stronger CSO advocacy skills and skills in engaging government, especially the DPR. The need for greater representation of women's issues was identified. This reflected in part the findings of the gender needs assessment, which underlined the need for gender perspectives to be included in every prospective ProRep activity, including its training and TA initiatives.

The component 1 needs assessors sought to identify particular fields of advocacy whose advocacy CSOs might suitably be ProRep partners. The assessors put the case for a narrowing down of the very broad range of CSOs now active in Indonesia so to make ProRep practicable and achieve the best results. The assessors drew up a list of criteria, partly based on criteria defined in the ProRep contract. Against these criteria they tentatively identified five or six fields where advocacy CSOs might be prospective ProRep partners. Among these were national budget transparency, public services, migrant labor and freedom of information.

During its subsequent work planning workshop and in consultation with USAID, ProRep concluded that for the time being, anyway, its work with CSOs under component 1 should focus on CSOs working on public access to information (excluding state secrets and the intelligence bill⁴) and national budget transparency, especially aspects of budget transparency that deal with the formulation of national budgets. The door was left open for these priority topics to be subject to change or modification later as indicated by USAID.

3.1.2. Further clarification of CSO needs; plans for grants and training

Building on the CSO needs assessment, ProRep took three further steps in August and September to ensure that its grant-making and capacity-building support to CSOs are apposite and correctly defined. First, ProRep specialist staff held individual meetings with some of the

³ Civil society, and civil society organizations, being expressions used by USAID/ProRep mainly to describe the NGO sector and NGOs, rather than civil society as it is sometimes more broadly defined (that is, as the sector of society outside government or the state).

⁴ Subsequently made an act of parliament by the DPR in October.

CSOs working on public access to information and national budget transparency. From these meetings, ProRep was able to start identifying some of the CSOs' specific capacity development and project-related needs.



(above) Warming up on day one at the September 13-14 workshop for prospective CSO partners

Second, ProRep convened a two-day workshop to help prospective CSO partners share information on current activities and advocacy achievements, and also to identify capacity-related gaps and desiderata. 25 CSOs were represented at the workshop, which took place on September 13-14 at the Millennium Hotel, Jakarta. Individual sessions were attended by two resource persons, Mas Achmad Santosa and Tara Hidayat, both specialists in aspects of public policy.

Third, on September 29 ProRep held a follow-up meeting in its own office with representatives of the same CSOs. This meeting gave them an opportunity to sharpen their advocacy plans and consider opportunities for future collaboration and program integration.

(below) Sharing experiences at the September 13-14 CSO workshop

The workshop and follow-up meeting enabled CSO participants to strengthen the networks among them and gain a better understanding of their shared achievements and requirements, particularly with respect to positive advocacy and membership-building. The workshops also gave ProRep staff a solid basis on which to prepare for (a) a more detailed KAP survey of prospective CSO partners (that is, a survey of their



knowledge, attitudes and practices), (b) an RFA for the first round of ProRep grants to CSOs, and (c) a PACSA training workshop and other capacity-building training workshop for CSOs. Work on (a) and (b) began in September; work on (c) got under way the following quarter, in October.

3.1.3. Developing an RFP for a KAP survey

In September, ProRep specialist staff developed an RFP inviting selected research institutions to submit a proposal on carrying out a KAP survey of CSOs, particularly those involved in advocating on public access to information and national budget transparency. The survey is intended to help ensure that ProRep grant support and technical advice to CSOs has a solid grounding and is based on factual data. The results of the survey will serve as a source of baseline data for ProRep as it helps develop the capacities of its future CSO partners, and also serve as a data source for M&E purposes. The finalized RFP for the KAP survey was distributed to suitably qualified organizations early the following quarter, on October 12, 2011, with a view to the survey being done in November 2011.

3.1.4. Drafting an RFA for CSO grants

In August-September ProRep staff started drafting an initial RFA for a first cycle of grants to advocacy CSOs. The content of the RFA took into account the findings of the CSO workshop and follow-on meeting for CSOs described above, namely the interest these CSOs have in (a) concerting their efforts, (b) improving their advocacy techniques, and (c) strengthening their membership, stakeholder and constituent bases. The grants, up to 10 in number, will each be worth up to USD 75,000 and be 12 months in duration. They will constitute the first in at least four CSO grant cycles, and in tandem with a structured training program are intended to bolster the skills of 15-20 key advocacy CSO partners over a four- to five-year period.

The RFA calls for applications from advocacy CSOs and CSO coalitions working on public access to information and national budget transparency. It calls for proposals for national advocacy projects in these two fields, together with plans to strengthen applicants' positive advocacy, including advocacy to the DPR, and also their membership, stakeholder and constituency frameworks. The RFA encourages applicants with shared advocacy concerns to find ways to strengthen networks and collaboration among them. The finalized RFA was sent out in the following quarter, on October 13, with a view to grantees being selected and approved grants being disbursed in late November and early December 2011.

3.2. Component 2 – Building the capacity of selected universities, think tanks and CSOs to conduct and disseminate policy-relevant research and analysis on key policy and governance issues

Component 2 is designed to build the capacity of 15-20 research groups and institutions to do timely, high-quality policy research and ensure that it is well distributed to legislators, policy-makers, media groups and others. By supporting such research ProRep is expected to make a contribution to constructive public debates and policy-making, including policy-making within the DPR, rather than just improving the quality of policy research as such.

3.2.1. Component 2 needs assessment

As noted earlier, in June ProRep specialists and consultants, including Charles Cadwell and Melanie Speyser from the Urban Institute, undertook a needs assessment for component 2. The assessment provided a general mapping of public policy research institutions, and reviewed potential project beneficiaries and priorities.

The assessors of the component 2 needs assessment found a mixed picture at best, with national spending on research low by regional standards, and even good research centers constrained by funding shortages, uneven standards of scholarship, and problems of access to and consideration by decision-makers.

Among other things, the assessors recommended the creation of a public policy research network, forged through an initial cycle of ‘quick start’ grants for research focusing on high-profile policy issues and accompanied by targeted training. Following this ‘quick start’ grant process, they suggested the development of a smaller pool of ‘core research partners’ in receipt of longer-term grants and more specialist training, both in applied policy research and its effective dissemination. ProRep’s efforts to build capacity among these core research partners could in due course constitute the main element of its component 2 program. The assessors also recommended that ProRep liaise with AusAID, since AusAID is set to devote considerable funding to the improvement of the Indonesian knowledge sector (a step subsequently taken). The main recommendations of the needs assessment formed the basis of the component 2 Year 1 Work Plan.

3.2.2. Component 2 Advisors

As noted earlier, in August-September 2011 ProRep created a group of six Advisors, two for each project component. By the end of September the relationship between these Advisors and ProRep was still quite informal, except in the case of component 2, where steps had already been taken to involve Advisors somewhat more formally in ProRep work. This is because both the component 2 Advisors, Edi Suharto and R. Siti Zuhro, are expected to play an important early role in ProRep’s component 2 activities. Specifically, they are expected to help with (a) peer reviewing, (b) developing new approaches to the use of policy research by policy-makers, (c) advising on research methodologies, modes of analysis and ethics; and (d) advising on the creation of ProRep’s ‘Policy Research Network’ (on this last, see below).

In October Dr Suharto was to serve as a voting member of the ProRep Grant Evaluation Committee assessing QStaR grant applications. Details will be given in the next Quarterly Report.

3.2.3. RFA and selection process for QStaR (Quick Start) research grants

In early September ProRep issued an RFA for ‘QStaR’ (Quick Start) research grants as a first step towards strengthening public policy research. The grants were to be for research on key policy issues, particularly those relating to (a) public access to information, (b) national budget transparency – the two topics focuses of component 1 – and (c) the functions and performance of the DPR. Each grant was to be for four months, from November 1, 2011 to February 29, 2012, and worth up to USD25,000.



ProRep staff meet prospective QStaR grant applicants in the ProRep office on September 21, 2011 to answer their questions about how to apply for QStaR grants

The intention behind the QStaR grants RFA is that once their grants are approved the QStaR grantees will form a Policy Research Network serving as the principal group partner for ProRep component 2, at least for the time being. Capacity-building support will be provided to the members of this Policy Research Network, particularly in the form of a three-day workshop managed and presented with help from component 2 Advisors as well as Urban Institute specialists. The workshops will address issues relating to applied policy research and its uses in the Indonesian context; policy analysis, including gender and stakeholder analysis; policy options and outcomes; and the formulation and presentation of policy recommendations. Training will also be provided by ProRep staff on the management of research grants. Following the workshops and the conclusion of the QStaR grants a further cycle of component 2 grants – two-year grants, each expected to be worth more than \$100,000 and thus much larger in value than the QStaR grants – will be put in place in or around March 2012. This second cycle of grants will further narrow down the field of research institutions whose capacity ProRep will be building.

On September 21, 2011 a bidders’ meeting for prospective applicants was held in the ProRep office to clarify the purpose and modalities of the QStaR grants. By the closing date for

applications, September 30, 2011, ProRep had received 16 applications for QStaR grants. Eight of these were for research on budget transparency, two for research on public access to information, and six for research on aspects of the DPR. In the following quarter the ProRep Grant Evaluation Committee for QStaR grants selected ten of these applications for grant support. Further details will be given in the next Quarterly Report.

3.2.4. Policy Research Network

As noted above, the QStaR grants will be an avenue for ProRep to start building a core group of qualified, interconnected research institutions, to be known as its Policy Research Network. The QStaR grantees will be founding members of the Policy Research Network.

At quarter's end Urban Institute specialists and component 2 Advisors were starting to work with ProRep staff on elaborating the functions and needs of the Policy Research Network. Further details will be given in the next Quarterly Report.

3.3. Component 3 – Supporting more effective, responsive and transparent legislative processes

Component 3 is designed to make the DPR, and perhaps also the DPD, more effective, responsive and transparent.

USAID has indicated that a fully functional component 3 element of ProRep depends on acceptance by the Speaker of the DPR of the need for a USAID program supporting the DPR. To date the Speaker has not come forward to propose such a program, despite approaches by USAID and ProRep to three of his Deputies. Given this still transitional state of affairs ProRep is proceeding with relatively low-profile activities involving two bodies (*badan*) within the DPR, BALEG and BAKN, on the understanding that the chairs of these bodies are informing the relevant DPR Deputy Speakers about ProRep's involvement in their work.

In September the ProRep Parliamentary Specialist arranged for USAID Democratic Governance Director Miles Toder to pay a courtesy call on Deputy Speaker Taufik Kurniawan, and accompanied him during the call. ProRep also undertook to arrange a similar meeting with Deputy Speaker Anis Matta in late October. The meeting with Anis Matta will be a milestone, as it will mean that all four Deputy Speakers of the DPR have met with the USAID Democratic Governance Director.

3.3.1. Component 3 review

To inform and complement the component 3 review, ProRep specialist staff met former Members of the DPR as well as the heads of two DPR bodies (*badan*), BALEG and BAKN.

The meetings with former DPR Members highlighted various needs, including the need for the DPR to overcome its negative public image, partly through better use of communications. One step, these former Members suggested, might be to assist the DPR in public relations, and to organize media workshops on such issues as legislation and budgets. Former Members also pointed out that the current DPR Strategic Plan (Renstra or Rencana Strategis) is being neglected. They suggested that ProRep projects adhere to the Strategic Plan so as to ensure that the reformist ideas in the Plan are implemented – and to underline the fact that ProRep is here to help the DPR on its own terms, no one else's.

The meetings with the chairs of BALEG and BAKN were very positive, with both men proposing a number of ideas and interventions. These included:

- providing experts to advise BALEG and Members of special legislative committees;
- creating a national law centre for BALEG Members and others;
- helping BAKN write its first annual report;
- exposing BAKN to comparable financial accountability systems elsewhere.

The component 3 review identified cooperation with BALEG and BAKN as important focuses of ProRep activities, given the critical role both bodies play, and the possibility of their becoming focal points for efforts to reinvigorate DPR reforms.

A third potential field of activity singled out by the component 3 review was assisting a selection of interested DPR Members in improving the quality of their constituency visits. This could be a first step towards reshaping attitudes regarding constituencies among DPR Members, and among voting citizens, as well as being a first step towards giving new substance to the much-discussed concept of '*rumah aspirasi*' ('house of inspiration' or constituency office).

Beyond that the component 3 review envisaged various possible initiatives involving the DPR, including collaborative support for BURT in improving implementation of the DPR Strategic Plan, and legislative exchanges and study tours.

All these component 3 review proposals were written into the ProRep Year 1 Work Plan. Following its work planning ProRep wrote to the Secretary General of the DPR with USAID agreement offering ProRep as a resource, but by the end of September (and despite a reminder letter) it had not received a reply.

3.3.2. BAKN: budget oversight workshops and other initiatives

In August and September ProRep specialist staff held further meetings with the BAKN Chair Ahmad Muzani and other BAKN Members with a view to clarifying BAKN's future needs. Among other things they discussed a set of initiatives on budget oversight techniques designed to improve key stakeholders' cooperation with and understanding of the role and functions of BAKN. The initiatives would consist of workshops bringing together (a) BAKN Members and leaders of DPR Fractions and Commissions, (b) BAKN and provincial DPRD, (c) BAKN and media. ProRep offered to support BAKN by assisting with arranging:

- A preparatory roundtable experts' forum to establish a common understanding of BAKN's objectives and identify key issues to be addressed in subsequent budget oversight workshops;
- A Budget Oversight Workshop to familiarize leaders of DPR Fractions and Commissions with the roles and functions of BAKN so that they may provide better support to the BAKN;
- A Budget Oversight Techniques Workshop for provincial DPRD Leaders to help extend BAKN's reach to the provinces, where the national budget is implemented;
- A second Budget Oversight Workshop, this time for senior journalists and editors of major media, to introduce the roles and functions of BAKN to them and consider how media can play an active role in engaging the public in budget oversight.

The BAKN leadership agreed to the immediate implementation of the first two items, the preparatory roundtable experts' forum and the Budget Oversight Workshop for DPR Fraction and Commission leaders. Both events were scheduled for the following quarter – the experts' forum on October 12, 2011 and the oversight workshop on October 25, 2011. It was agreed that once the initial workshop has taken place the scope and format of the remaining workshops would be discussed and finalized.

In other initiatives relating to BAKN, ProRep specialist staff:

- agreed to assist BAKN in the writing and production of BAKN's first annual report, to be completed by the end of calendar year 2011. As a first step ProRep provided BAKN with comparable reports from other countries as reference material;
- held meetings with visiting members of the Canberra-based CDI (Centre for Democratic Institutions), which is also designing a program of support for BAKN, and agreed on activities that would complement rather than duplicate those of CDI. It was agreed that CDI would help improve BAKN staff's technical skills, while ProRep would focus on extending BAKN's outreach and public engagement.

3.3.3. BALEG: proposed workshop on strengthening legislative functions

Following its initial positive response to ProRep, BALEG was slow to follow up with concrete action plans, despite various efforts by ProRep staff to spur it on. This slowness seems to have been due to BALEG's heavy work schedule and internal procedures, as well perhaps as internal disagreement within BALEG on its priorities.

By September BALEG Chair Ignatius Mulyono and his staff had agreed in principle on accepting ProRep support for a BALEG workshop on strengthening legislative functions. But by the end of September they had still not agreed on concrete details. One issue seems to have been differing views on the workshop within the BALEG leadership. BALEG Vice Chair Ida Fauziah, who is leading a task force on the revision of MD3⁵, evidently wants to prioritize a seminar to

⁵ The law that governs the roles, functions, authorities and responsibilities of DPR, DPD and MPR and that is due to be revised and updated prior to the next national elections.

facilitate public participation in discussions relating to prospective amendments to MD3. Responding to this situation, Component 3 offered support for a seminar on this issue (assuming USAID approval) instead or as well.

By September Component 3 specialist staff were keeping in regular touch with BALEG Members and staff so as to monitor the progress of decision-making within BALEG. A definitive plan on implementing one or other of the activities mentioned above – or both – is expected to be achieved in the following quarter.

3.3.4. Preparing to enhance the role and function of constituencies

As noted earlier, one element of ProRep's Year 1 Work Plan on component 3, reflecting a priority identified in the component 3 review, is a project to improve the quality of DPR Members' constituency relations and constituency visits. The Work Plan also provides for a project on establishing constituency databases for the use of DPR Members. Both these projects are designed to enhance the role and function of constituencies and the way DPR Members relate to them – and later, perhaps, of *rumah aspirasi* as well.

In September ProRep specialist staff met members of Kemitraan and also members of the IPC (Indonesian Parliamentary Center) so as to brief them on these proposed projects, get information on other relevant projects done in the past, and assess their interest in and ideas on the two projects. One outcome of the meetings was agreement on the need to meet and talk with potentially interested DPR Members, especially those with earlier experience of donor-funded programs. Ideas and advice from such Members would, it was agreed, be essential in designing the ProRep projects effectively.

Later, steps were taken to identify potential DPR Members, and informal meetings with these Members are planned for late October and early November. The plan is to meet at least one Member from each DPR Fraction, and perhaps to follow initial meetings with a focus group discussion.

3.4. Component 4 – Providing timely assistance for special initiatives needed to protect or advance democratic governance

One element of component 4 is the timely and effective use of the SAF (Special Activities Fund.) During the period there was only one SAF-funded action. That was the two-day preparatory workshop for CSOs described under Section 3.1.2 above. Further SAF actions were planned for the following quarter, including the DPR BAKN budget oversight workshop described under Section 3.3.2 above.

4. Monitoring and evaluation

ProRep's PMP (Performance Management Plan, or Performance Monitoring Plan) was drawn up and finalized during ProRep's work planning workshop, and agreed to by USAID in September. It is designed to reflect ProRep's goals, objectives, results and activities by means of a realistic results framework with accompanying indicators. Normally ProRep Quarterly and Annual Reports will provide M&E reports on achievements relating to the PMP; but given the early stage of ProRep activities, the targets enumerated and described in the PMP had yet to be met by the end of September, and so this Annual Report does not include material of this kind.

From the outset of project activities the ProRep M&E Specialist was much involved in activities that will help develop benchmark and other data, and otherwise ensure that ProRep M&E requirements are met. In September, for example, he was involved with preparing the KAP survey of CSOs (see above, Section 3.1.3) in the expectation that the survey will provide useful benchmark data for M&E purposes. He was also involved in preparing for, and participating as a non-voting member in, the Grant Evaluation Committee meeting to select QStaR grants in September (above, Section 3.2.3), ensuring that M&E requirements will be met by prospective QStaR grantees. In addition the M&E Specialist gathered data on participation in ProRep events for tracking purposes (see Annex below).

In response to a request in September from USAID, ProRep also reconciled its PMP with elements of the Government of Indonesia's RPJMN (National Medium Term Development Plan).

5. Administration

By the end of September ProRep's full team was in place with the exception of three positions – a Citizen Representation Specialist, a Grants Bookkeeper and a Grants/SAF Manager. (The latter position was made vacant by the unexpected resignation of one of ProRep's two Grants/SAF Managers for family reasons). The three positions are expected to be filled by late October or early November.

In June-July the Chemonics home office Director of ProRep, John Johnson, visited Jakarta to work on the component 3 review, participate in the work planning workshop, and assist with the start-up process. In May-June Chemonics home office PMU (Project Management Unit) Associate Justina Wong also visited Jakarta to assist with the start-up.

In May Chemonics grant specialist Eric Bleich visited Jakarta to work with ProRep's two Grants/SAF Managers on developing a Grants Manual and a grant finances reporting system. The Grants Manual was submitted to USAID for approval, which was given in October after some revision. In September Chemonics' home office field office accounting director Rami Khyami visited Jakarta and trained the ProRep finance team in the use of Chemonics' financial system. These visits were undertaken after discussion with USAID and with its approval.

Annex 1: Participant Training Report - April - June 2011

No	Locati on	Event	Training Type	Cost (IDR)	Time		Prog Area	Type of Participants																		Data of Participant				
					Start	Finish		Pro Rep		GOI		DPR		CSO		Med ia		Resrch Inst		Univer sities		SP		USAID		Other Donor		M	F	Total
								M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
1	Jakarta	Preliminary assessment	-	23,000,000	27/06/2011	8/7/2011	Comp 1	3	2	1	1			6	7							1		1		12	10	22		
2	Jakarta	Preliminary assessment	-	-	13/06/2011	23/06/2011	Comp 2	5					1	9	2			8	4	3	4			1	1	2	1	28	13	41
3	Jakarta	Preliminary assessment	-	-	13/06/2011	23/06/2011	Comp 3	6					8	3	12	3									1	1	27	7	34	

July - September 2011

No	Location	Event	Training Type	Cost (IDR)	Time		Prog Area	Type of Participants																		Data of Participant				
					Start	Finish		Pro Rep		GOI		DPR		CSO		Medi a		Resrch Inst		Univer sities		SP		USAID		Other Donor		M	F	total
								M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F			
1	Jakarta	CSO liaison	Prep workshop	51,492,826	9/13/2011	9/14/2011	Comp 1	7	3					12	4			9	7					1			28	15	43	
2	Jakarta	RFA for QStaR	Technical meeting	287,500	9/21/2011	9/21/2011	Comp 2	2	1									15	9								17	10	27	
3	Jakarta	CSO future plans	Technical meeting	5,503,400	9/29/2011	9/29/2011	Comp 1	3	1					16	7												19	8	27	

Annex 2: Summary of Short-Term Consultant Reports

Summary of Short-Term Consultant Reports				
Name	Dates	Purpose of Trip	Activities and Accomplishments	Recommendations
Justina Wong	4/28/11 – 6/10/2011	Project Start-up	<ul style="list-style-type: none"> Identified and established the project office; Finalized the hiring of local staff; Finalized local subcontract with Kemitraan; Attended meetings with USAID and maintained communications throughout start-up; Conducted orientation and training on Chemonics policies and standard practices for Chief of Party and Deputy Chief of Party; Procured IT equipment and office furniture; Drafted emergency action plan; Prepared the field office personnel policy manual; Assisted in the establishment of the ProRep bank account; Negotiated Chief of Party residential lease; Facilitated financial management, including setting up the wire transfer request, signed for purchase orders, and assisted in setting up the petty cash system; Assisted in the administrative and operational aspects of the office including setting up the field office filing system, setting up the property inventory list, ordering office supplies, setting up all the field office templates, and other activities. 	Next Steps: <ol style="list-style-type: none"> Finalize the recruitment of open positions in the field office including bookkeeper, two grants bookkeeper, and the CSO representation specialist positions; Finalize the office space and move in; Complete fit out for office space; Finish the procurement of IT equipment, office equipment, and office furniture;

Summary of Short-Term Consultant Reports				
Name	Dates	Purpose of Trip	Activities and Accomplishments	Recommendations
Robert Nakamura	6/9/2011 – 6/30/2011	Component 3 Assessment	<ul style="list-style-type: none"> Conducted an intensive documentary review covering reports from earlier large scale legislative projects undertaken by The Asia Foundation, Research Triangle, and the National Democratic Institute, UNDP and smaller or more topic-specific projects engaged in by others; Met with over a dozen organizations covering governmental, non-governmental institutions and civil society as well as former legislators, and international organizations active in parliamentary affairs. 	<ul style="list-style-type: none"> ProRep should build on the achievements of the previous DPR in a system where high turnover and other practices have produced cycles in which lessons are forgotten only to be rediscovered too late to become incorporated into permanent practices. ProRep should use the official reform plan to organize the ProRep DPR program template so that what plan to do relates to the DPR's official statement of policy. ProRep should promote present ownership by showing how elements of this reform plan will help the current DPR to deal with problems they are confronting in the present. ProRep should connect USAID approved program categories to reform plan elements so that its resources can be used for these purposes.
John Johnson	6/6/2011 – 7/28/2011	Component 3 Assessment and Project Start-up	<ul style="list-style-type: none"> Reviewed findings of previous legislative projects conducted by the Asia Foundation, Research Triangle Institute, UNDP and smaller projects; Met with current and former DPR members, former UNDP staff which had worked on the UNDP program, FORMAPPI, NDI, IRI, PSHK, the Indonesia Parliamentary Centre, IFES, the Australian Center for Democratic Institutions, Kemitraan, and others; Held individual meetings with the Legislation Council (BALEG), and the State Finance Accountability Committee (BAKN); Worked with the Chemonics training office and COP Peter Harris and the field team to prepare for the four-day project work planning exercise; Drafted the project one year and LOP work plan, particularly those portions dealing with the DPR Collaborated with the Project COP on start-up matters, and joined him for several meetings with USAID, including participating in the ProRep post-award briefing. 	<ul style="list-style-type: none"> Develop tools and services to improve DPR Members' constituency visits; Develop constituency databases; Conduct exploratory meetings with the DPD Speaker and Deputy Speakers to consider possible DPD activities; Provide advanced legal drafting, research and analysis training for BALEG staff; Conduct a feasibility study on the establishment of a National Legislation Center to support the work of BALEG; Assist BAKN to prepare its first annual report; Facilitate Comparative Public Accounts Committee Seminar; Assist BAKN to rewrite its own rules and procedures; Engage BURT to initiate a task force to ensure implementation of the DPR Strategic Plan; Expand constituency database assistance to additional for pilot constituencies; Initiate a pilot constituency office program in year 2, and possible assistance to MPs in handling public complaints; Continue legal drafting and research training for BALEG staff; Provide local experts in economics, the constitution, and other fields to assist BALEG with legal drafting and research

Summary of Short-Term Consultant Reports				
Name	Dates	Purpose of Trip	Activities and Accomplishments	Recommendations
				<ul style="list-style-type: none"> • Assist in establishing a National Legislation Center; • Provide local experts in economics, the constitution, and other fields to assist BALEG with legal drafting and research; • Expand the Indonesia Parliamentary Center (IPC) internship program to add additional young party members who will to provide research and administration, budget oversight and constituency relations support; • Organize BAKN study tour to examine effective public accounts committees; • Organize a workshop on the budget and the budget process (one set of activities for DPR members, and one for media and CSOs); • Continue assistance to the BURT to facilitate a reform task force; • Possibly assist the Speaker's office in office organization, press-relations, developing messages; • Finally, depending on the Secretary General's needs and interest, ProRep could offer support in handling complaints and in strengthening the DPR's public relations department in Year 3 – two new areas of responsibility for her office.
Chas Caldwell and Melanie Peyser	6/10/11 – 6/26/11	Component 2 Assessment	<ul style="list-style-type: none"> • Conducted a desk review of available literature related to the Indonesian knowledge sector, leading public policy research and analysis institutions; • Attended USAID briefing with COTR and Director of the Office of Democracy and Governance; • Conducted site visits and unstructured interviews with think tanks, research institutes, university-based and national research centers and institutions; • Conducted review of sample publications, organizational websites, and collateral materials. 	<ul style="list-style-type: none"> • Target a core group of Jakarta-based research entities in the first period of the project and support two aspects of their performance: specific research relevant to current issues in the Indonesian legislative agenda and the quality of the management and internal policy infrastructure; • Reach a broader audience of think tanks; • Address the enabling environment that currently constrains vigorous competition of ideas and informed debate about policy matters; • Build the capacity of think tanks to influence policy through multiple channels; • Ground research priorities in Indonesian needs and expertise, establish credibility, and increase access to DPR members by establishing a special Research Advisory Board of senior Indonesian policy and research experts; • Integrate research priorities and activities with Component 1 and 3;

Summary of Short-Term Consultant Reports				
Name	Dates	Purpose of Trip	Activities and Accomplishments	Recommendations
				<ul style="list-style-type: none"> • Time activities to conditions and events that are relevant to Indonesia and the DPR – such as the budget cycle and the 2014 elections; • Cooperate with and anticipate activities of the AusAID knowledge sector program, which will target many of the same research institutions; • Model and support activities to strengthen gender analysis, quality assurance, ethical research practices, transparency, open debate of research findings, and competition.
Sarah Tisch	6/20/2011 – 6/24/2011	Gender Assessment	<ul style="list-style-type: none"> • Interviewed members and staff of CSOs, universities, think tanks, and other stakeholders; • Independently reviewed documents analysis the status of women in Indonesia, and studies concerning female representation in the DPR, and on women's participation in elections; • Held a series of meetings with key CSOs and ProRep technical staff leaders during the week of June 20-24; • Interviewed the ProRep teams conducting the other three assessments to discuss their findings as well as specific activities to better incorporate gender. 	<p>Component 1:</p> <ul style="list-style-type: none"> • Provide gender policy analysis training for CSOs; • Provide communications training for CSOs to increase advocacy to the public and the DPR and interaction with each other; • Convene regular networking events between CSOs and policymakers; • Hold regular knowledge sharing events for women's CSOs; • Foster use of media and social networking support for CSOs to better communicate with each other. <p>Component 2:</p> <ul style="list-style-type: none"> • Provide gender policy analysis training for research institutions; • Provide gender sensitive staffing, hiring, and salary policies. <p>Component 3:</p> <ul style="list-style-type: none"> • Provide gender policy analysis training and capacity building for the women's caucus; • Support a Women's Caucus internship; • Create a Women's Caucus website;

Summary of Short-Term Consultant Reports				
Name	Dates	Purpose of Trip	Activities and Accomplishments	Recommendations
				<ul style="list-style-type: none"> • Encourage new inclusive Women's Caucus membership policies; • Provide gender policy analysis and budgeting training within the DPR; • Provide capacity building workshops for female DPR Members; • Provide gender policy analysis training for constituent office staff. <p>Component 4:</p> <ul style="list-style-type: none"> • Provide grants to women's CSOs and the Women's Caucus to work on larger societal issues that are strategic with definite policy goals that are currently under discussion among Indonesians, such as amendments to the Law No.39 Year 2004 on the Sending and the Protection of Indonesian Migrant Workers), or the drafting of a gender equality law.
Lili Hasanuddin	6/24/2011 – 7/6/2011	CSOs Assessment	<ul style="list-style-type: none"> • Took a leading role in conducting initial mapping and needs assessment of Indonesia CSOs that are potential beneficiaries of ProRep support. • In consultation with USAID, clarified the types of CSOs eligible for consideration to be assessed. • Reviewed relevant recent literature and recent USAID programs that have supported CSO strengthening and advocacy. • Developed a preliminary list of potential CSOs qualified for ProRep support. • Analyzed the challenges these CSOs face in strengthening their membership and/or constituencies. • Analyzed the challenges they face in improving the quality of their advocacy efforts and their efforts to engage government and parliaments, especially the DPR. • Wrote assessment report on bullet points #2 to 5 above with concluding comments and recommendations and an executive summary. 	<ul style="list-style-type: none"> • Look for common issues or fields on which ProRep can focus DPR, CSO, and public policy research organizations. • Support across CSO functions to achieve policy goals – particularly vis-à-vis engagement with DPR and policy think tanks. • Ask for expert opinion (testimony, legislative drafting); public campaigns. • Provide core organizational strengthening. CSR, fundraising, management, advocacy, financial management, public and media relations, others. • Provide “DPR days.” Take opportunity of visits or congresses and such by AMAN or FITRA to walk constituents to the DPR and meet members and staffers. Core role of liaison and should be routine part of congress agendas or any visits to the capital by stakeholder reps. • Gather social science and political science faculties from universities to share research findings on social and political issues. • Legislature School (“DPR 101”) for CSOs. Taught by MPs, leading CSOs (IPC), and individuals. Invite the Speaker. Build

Summary of Short-Term Consultant Reports				
Name	Dates	Purpose of Trip	Activities and Accomplishments	Recommendations
				<p>relationships. This is a win-win: more informed efforts by CSOs and better press for DPR. Roles of each core office and even the parties. Tap into NDI partners for Parpol presenters. The civics class on bills and the workings of the DPR. Training for liaisons.</p> <ul style="list-style-type: none"> • DPR Liaison. Given the critical need for CSOs to have people working the halls of the Parliament, and given the full-time nature of this role, each grant or assistance program by ProRep with chosen CSOs (or coalitions) should include the placement of such an individual in the DPR. Cost sharing by CSOs themselves. • Issue mapping, including in DPR and also external parties. Map where everyone stands, who's a potential ally and who's a potential resource. Who are the obstacles? What are the processes? • Encourage approaches to effective collaboration with legislature and think tanks.
Theresa Gunlicks	7/05/2011 – 7/19/2011	Teambuilding and Work Planning Workshop Facilitator	<ul style="list-style-type: none"> • Developed an integrated one year work plan and a general life of project work plan; • Determined ProRep M&E measures and targets (PMP); • Fostered effective working relationships and team development; • Introduced staff to Chemonics and Chemonics practices, such as Ethics and AIMS. 	<p>Next Steps:</p> <ol style="list-style-type: none"> 1. Finalize internal team mission based on input from mission activity; 2. Finalize internal team communications plan as needed; 3. Use input from the work plan sessions to incorporate into the final work plan; 4. Use input from the work plan sessions to incorporate into the final PMP; 5. Review workshop sessions with new members of the team that join subsequently; 6. Conduct teambuilding activities included in the Project Office Training manual as needed, namely the Team Work Styles and the Roles and Responsibilities sessions.

Summary of Short-Term Consultant Reports				
Name	Dates	Purpose of Trip	Activities and Accomplishments	Recommendations
R. Yando Zakaria and Agus Mulyana	9/12/2011 – 9/15/2011	CSO Workshop Facilitators	<ul style="list-style-type: none"> Facilitated the CSO meeting by using appropriate participatory methods. Produced a meeting report that included a map or set of data on current CSO activities and interconnections, and a review of CSO capacity-building and project-related needs 	<ul style="list-style-type: none"> Encourage collaboration among CSOs to get bigger impact of their advocacy. Consider including issues on “How to prepare Better Informed and More Qualified Candidates for the MPs” in ProRep’s support to CSOs. Prepare well designed capacity building programs that are: a) in line with individual needs of the partner CSOs and benefit their programs; b) using methods that encourage participants to be open minded, open hearted, and open willed. Support shared and collective learning among CSOs advocating the same key issues. Support CSOs effort to develop knowledge management system to promote open access to information among the CSOs themselves. Use non-competitive approach for ProRep’s grant making to optimize current achievements by CSOs on the advocated issues (now that ProRep focuses on public access to information and greater transparency in national budget legislation).